
U.S. Department of State Records Schedule

Chapter 14: International Organizations

Organization for Economic Cooperation & Development

B-14-001-01 OECD Program Files

Description: Action and information copies of airgrams, telegrams, etc., concerning OECD, its Council meetings, Executive Committee meetings and relations with other organizations.

Disposition: Destroy when 3 years old.

DispAuthNo: NC1-84-76-3, item 1 **Date Edited:** 4/1/1999

B-14-001-02a Chronological Files

Description: a. Files used as an index to Central Subject Files.

Disposition: Destroy when 3 years old.

DispAuthNo: NC1-84-76-3, item 4a **Date Edited:** 4/1/1999

B-14-001-02b Chronological Files

Description: b. All other files.

Disposition: Destroy when 1 year old.

DispAuthNo: NC1-84-76-3, item 4b **Date Edited:** 4/1/1999

B-14-001-03 Post Information Files

Description: Information copies of airgrams and telegrams on which no action is taken and that are not sufficiently pertinent to post operations to warrant incorporation in the Central Subject files.

Disposition: Destroy when 1 year old.

DispAuthNo: NC1-84-76-3, item 3 **Date Edited:** 4/1/1999

B-14-001-04 Mission Advisors Files

Description: Working papers, correspondence, information copies of telegrams and airgrams for Mission Advisors for Energy, Trade, Finance, Education/Labor, Economic Policy, Investment Affairs, Development Assistance and Science and Technology.

Disposition: Destroy when 3 years old or after purpose has been served, whichever occurs first.

DispAuthNo: NC1-84-76-3, item 2 **Date Edited:** 4/1/1999

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B-14-001-05a	Security Trade Control Records
Description:	a. COCOM Subject/Chron Case Files and equivalent subject and chron case files maintained separately prior to 1974.
Disposition:	Retire to RSC when 5 years old. Destroy when 25 years old.
DispAuthNo:	NC1-84-76-3, item 5a
Date Edited:	4/1/1999
B-14-001-05b	Security Trade Control Records
Description:	b. U.S. Chrons.
Disposition:	Destroy when 3 years old.
DispAuthNo:	NC1-84-76-3, item 5b
Date Edited:	4/1/1999
B-14-001-05c	Security Trade Control Records
Description:	c. General Subject Files.
Disposition:	Destroy when 3 years old.
DispAuthNo:	NC1-84-76-3, item 5c
Date Edited:	4/1/1999
B-14-001-05d	Security Trade Control Records
Description:	d. Operating Committee Documents.
Disposition:	Destroy when 3 years old.
DispAuthNo:	NC1-84-76-3, item 5d
Date Edited:	4/1/1999
B-14-001-05e	Security Trade Control Records
Description:	e. Monthly and Annual COCOM Statistical Reports.
Disposition:	Destroy when 5 years old.
DispAuthNo:	NC1-84-76-3, item 5e
Date Edited:	8/17/2007

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B-14-001-05f	Security Trade Control Records
Description:	f. Country files consisting of information copies of telegrams regarding bilateral trade.
Disposition:	Destroy when 5 years old.
DispAuthNo:	NC1-84-76-3, item 5f
Date Edited:	4/1/1999
B-14-001-05g	Security Trade Control Records
Description:	g. COCOM Budget and Administrative Files.
Disposition:	Retire to RSC when 5 years old. Destroy when 25 years old.
DispAuthNo:	NC1-84-76-3, item 5g
Date Edited:	4/1/1999
B-14-001-05h	Security Trade Control Records
Description:	h. List Review Files.
Disposition:	Retire to RSC when 10 years old. Destroy when 25 years old.
DispAuthNo:	NC1-84-76-3, item 5h
Date Edited:	4/1/1999
B-14-001-05i	Security Trade Control Records
Description:	i. Operating Committee Documents.
Disposition:	Destroy when 3 years old.
DispAuthNo:	NC1-84-76-3, item 5i
Date Edited:	4/1/1999
B-14-001-06a	Multilateral Agreement on Investment (MAI) Negotiation File
Description:	a. File contains information related to working group proceedings; official copies of position papers and briefing books; analytical working papers; memorandum of conversation; talking points; planning papers; speeches; reports; meeting agendas; meeting minutes and other substantive records relating to the Organization for Economic Cooperation and Development (OECD) negotiations for a Multilateral Agreement on Investments (MAI). Files are arranged alphabetically by subject or chronologically by negotiation round. Covers period from 1995 to 1999. Volume on hand: 5 cubic feet. Growth: 0 cubic feet annually.
Disposition:	Permanent. Close at end of negotiation. Retire immediately to the Records Service Center. Transfer to the WNRC five years after closure. Transfer to National Archives 25 years after closure.
DispAuthNo:	N1-84-01-1a
Date Edited:	8/24/2001

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B-14-001-06b	Multilateral Agreement on Investment (MAI) Negotiation File
Description:	b. Electronic copies created on electronic mail and word processing systems.
Disposition:	Temporary. Delete after recordkeeping copy has been produced.
DispAuthNo:	N1-84-01-1b
	Date Edited: 8/24/2001

United Nations Educational, Scientific & Cultural Organizations

B-14-002-01a	UNESCO Program Files
Description:	Consists of documents of the Executive Board and General Conference, including airgrams, telegrams, memoranda, press releases; and publications concerning all aspects of UNESCO operations and U.S. Representative actions relative thereto. a. Delegate Reports to General Conference Executive Board and Major Inter-governmental meetings, summary records of Central Conference and Executive Board meetings.
Disposition:	Destroy 5 years after termination of Mission.
DispAuthNo:	NC1-84-76-3, item 6a
	Date Edited: 4/1/1999

B-14-002-01b	UNESCO Program Files
Description:	b. All General Conference Executive Board and Major Intergovernmental meetings, summary records of General Conference and Executive Board meetings.
Disposition:	Destroy after two consecutive biennial conferences.
DispAuthNo:	NC1-84-76-3, item 6b
	Date Edited: 4/1/1999

B-14-002-01c	UNESCO Program Files
Description:	c. All administrative and operational records of the Delegation.
Disposition:	Destroy when 3 years old.
DispAuthNo:	NC1-84-76-3, item 6c
	Date Edited: 4/1/1999

B-14-002-02	Applicant Files
Description:	Consist of airgrams, telegrams, letters, and curriculum vitae (CV) concerning appointments for positions to UNESCO Headquarters and Field organizations.
Disposition:	Destroy 2 years after date of last activity.
DispAuthNo:	NC1-84-76-3, item 7
	Date Edited: 4/1/1999

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U.S. Mission to the European Communities

B-14-003-01 Economic Program Files

Description: Consists of airgrams, telegrams, working papers, press clippings, news releases, documents issued by European Community organizations and GATT, memos of conversations, etc., dealing with all aspects of the European Communities activities in Trade and Industrial Policy, Agricultural Policy, Aid to Less Developed Countries, Financial and Monetary matters.

Disposition: Destroy when 3 years old.

DispAuthNo: NC1-84-76-3, item 8 **Date Edited:** 4/1/1999

B-14-003-02 Country Files (LDC)

Description: Informational material dealing with various aspects of Aid to less Developed Countries and Economic Development in specific countries.

Disposition: Destroy when 1 year old.

DispAuthNo: NC1-84-76-3, item 9 **Date Edited:** 4/1/1999

B-14-003-03 Political Program Files

Description: Consists of airgrams, telegrams and other documentation concerning political and related economic activities of the European Communities.

Disposition: Destroy when 3 years old.

DispAuthNo: NC1-84-76-3, item 10 **Date Edited:** 4/1/1999

B-14-003-04a Labor Program Files

Description: Consist of airgrams, telegrams, correspondence and other documentation dealing with national and international labor organizations and their activities in the European Community.

a. Files dealing with ICFTU, WCL, ETUC and EMF.

Disposition: Destroy when 10 years old.

DispAuthNo: NC1-84-76-3, item 11a **Date Edited:** 4/1/1999

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B-14-003-04b Labor Program Files

Description: Consist of airgrams, telegrams, correspondence and other documentation dealing with national and international labor organizations and their activities in the European Community.

b. All other files.

Disposition: Destroy when 3 years old.

DispAuthNo: NC1-84-76-3, item 11b

Date Edited: 4/1/1999

B-14-003-05 Biographic Files

Description:

Disposition: See item 010203 for records disposition authority.

DispAuthNo:

Date Edited: 4/1/1999

B-14-003-06 Office Administration Files

Description: Consist of correspondence, reports and other documentation accumulated incident to budget, personnel, general services and other administrative activities.

Disposition: Destroy when 3 years old.

DispAuthNo: NC1-84-76-3, item 12

Date Edited: 4/1/1999

U.S. Mission to North Atlantic Treaty Organization (NATO)

B-14-004-01 NATO Program Files

Description: Consists of telegrams, airgrams and other documents concerning the political, economic, defense and other substantive activities of NATO members and relevant non-member countries.

Disposition: Destroy when 3 years old.

DispAuthNo: NC1-84-76-3, item 13

Date Edited: 4/1/1999

B-14-004-02 Political and Economic Section Working Files

Description:

Disposition: Destroy after purpose has been served or when 3 years old, whichever occurs first.

DispAuthNo: NC1-84-76-3, item 14

Date Edited: 4/1/1999

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European Office of the UN & Other International Organizations

B-14-005-01 Subject and Country Files

Description: International Economic Affairs Subject and Country Files consist of correspondence, memoranda, telegrams, airgrams and documents of GATT, EC and other International Economic Organizations concerned primarily with GATT activities and operations and U.S. activities related thereto.

Disposition: Permanent. Retire to RSC when 20 years old. Transfer to National Archives when 30 years old.

DispAuthNo: NC1-84-76-3, item 15

Date Edited: 4/1/1999

B-14-005-02 Article Files

Description: Documents and related correspondence concerning specific GATT Articles. This material is now maintained as part of the General Economic Subject/Country Files.

Disposition: Permanent. Retire to RSC with related block of Economic Subject/Country Files (item 140501). Transfer to National Archives for permanent retention when 30 years old.

DispAuthNo: NC1-84-76-3, item 16

Date Edited: 4/1/1999

B-14-005-03 Reserved for future use

Description:

Disposition:

DispAuthNo: Reserved

Date Edited: 4/1/1999

B-14-005-04 ECE Program Files

Description: Consist of telegrams, airgrams, correspondence and other documentation concerning ECE activities and operations and U.S. actions relative thereto.

Disposition: Destroy when 2 years old.

DispAuthNo: NC1-84-76-3, item 18

Date Edited: 4/1/1999

B-14-005-05a UN Specialized Agency Files

Description: Consist of correspondence, telegrams, airgrams and other documents dealing with the activities of ITU, ILO and other Specialized Agencies of the UN.

a. Records dealing with policy, structure and organization.

Disposition: Destroy when 25 years old.

DispAuthNo: NC1-84-76-3, item 19a

Date Edited: 4/1/1999

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B-14-005-05b	UN Specialized Agency Files
Description:	b. All other records.
Disposition:	Destroy when 5 years old.
DispAuthNo:	NC1-84-76-3, item 19b
Date Edited:	4/1/1999
B-14-005-06	International Organizations Document Collections
Description:	Consist of documents issued by GATT, ECE and other international organizations.
Disposition:	Destroy when 3 years old.
DispAuthNo:	NC1-84-76-3, item 20
Date Edited:	4/1/1999
B-14-005-07	Narcotics Program Files
Description:	General correspondence, position papers, telegrams, etc., concerning drug control and regulations and other matters relating to narcotics.
Disposition:	Destroy when 10 years old.
DispAuthNo:	NC1-84-76-3, item 21
Date Edited:	4/1/1999
B-14-005-08a	UN Commission on Narcotics Drug Files
Description:	Documentation of Commission meetings and related position papers, communications, reports, etc. a. Position papers and policy documents.
Disposition:	Destroy when 25 years old.
DispAuthNo:	NC1-84-76-3, item 22a
Date Edited:	4/1/1999
B-14-005-08b	UN Commission on Narcotics Drug Files
Description:	Documentation of Commission meetings and related position papers, communications, reports, etc. b. All other records.
Disposition:	Destroy when 5 years old.
DispAuthNo:	NC1-84-76-3, item 22b
Date Edited:	4/1/1999

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B-14-005-09 Applicant Files - UN Specialized Agencies

Description: Correspondence with Specialized Agencies of the UN and with the Bureau of International Organizational Affairs regarding vacancies, potential candidates and related matters.

Disposition: Destroy when 3 years old.

DispAuthNo: NC1-84-76-3, item 23 **Date Edited:** 4/1/1999

B-14-005-10a Conference Arrangements Records

Description: Consist of telegrams, memoranda, correspondence and other documentation concerning all aspects of arrangements for hotels, drivers, rooms for meetings, and including a copy of the accreditation letter to the UN Office, Geneva.

a. Presidential and CODEL visits.

Disposition: Destroy when 10 years old.

DispAuthNo: NC1-84-76-3, item 24a **Date Edited:** 4/1/1999

B-14-005-10b Conference Arrangements Records

Description: Consist of telegrams, memoranda, correspondence and other documentation concerning all aspects of arrangements for hotels, drivers, rooms for meetings, and including a copy of the accreditation letter to the UN Office, Geneva.

b. All other precedent cases.

Disposition: Destroy when 5 years old.

DispAuthNo: NC1-84-76-3, item 24b **Date Edited:** 4/1/1999

B-14-005-10c Conference Arrangements Records

Description: Consist of telegrams, memoranda, correspondence and other documentation concerning all aspects of arrangements for hotels, drivers, rooms for meetings, and including a copy of the accreditation letter to the UN Office, Geneva.

c. All other records.

Disposition: Destroy when 1 year old.

DispAuthNo: NC1-84-76-3, item 24c **Date Edited:** 4/1/1999

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Permanent Mission of the United States of America to the Organization of American States (WHA/USOAS)

B-14-006-01 **Quarterly Printout of Non-U.S. Citizens, Staff Members and their Household Members, General Secretariat of the OAS.**

Description: Required by PL 92539 and PL 291 and contains the following information: Employee number, name, address, visa type, employment, grade, step, career date, nationality, termination date, dependent name, relationship, dependent nationality, visa type, birth date and remarks.

Disposition: Destroy when superseded.

DispAuthNo: NC1-84-76-4, item 1 **Date Edited:** 4/1/1999

B-14-006-02a **Grievance and Complaint Files**

Description: Complaints from Diplomatic Missions to the OAS as well as complaints by local citizens, businesses, and governments concerning diplomats' traffic violations, unpaid bills, rent complaints, etc.

a. Settled Cases.

Disposition: Destroy 1 year after settlement.

DispAuthNo: NC1-84-76-4, item 2a **Date Edited:** 4/1/1999

B-14-006-02b **Grievance and Complaint Files**

Description: b. Unsettled Cases.

Disposition: Retire to the RSC when 5 years old. Retain in RSC until case is settled. Destroy 1 year after settlement.

DispAuthNo: NC1-84-76-4, item 2b **Date Edited:** 4/1/1999

B-14-006-03 **Change of Visa Status Correspondence Files**

Description: Correspondence regarding requests for change of status of personnel belonging to OAS Secretariat and Foreign Missions to the OAS.

Disposition: Destroy when 3 years old.

DispAuthNo: NC1-84-76-4, item 3 **Date Edited:** 4/1/1999

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B-14-006-04 Foreign Mission Protection Files.

Description: Consist of correspondence, reports and other documentation concerning demonstrations, bombings and other hostile acts taken or threatened against Foreign Missions to the OAS.

Disposition: Destroy when 5 years old.

DispAuthNo: NC1-84-76-4, item 4 **Date Edited:** 4/1/1999

B-14-006-05 Tax Exemption Files

Description: Exemption requests and related correspondence pertaining to personal income, real estate, sales, etc., by OAS Mission members. Copies of original requests are sent via the Officer of Protocol for action.

Disposition: TEMPORARY. Destroy when 5 years old.

DispAuthNo: NC1-84-76-4, item 5 **Date Edited:** 4/1/1999

B-14-006-06 OAS Applicant File and Inquiries Files

Description: Correspondence and forms in the form of original letters and replies to U.S. citizens regarding employment with the OAS and/or the Department of State.

Disposition: TEMPORARY. Destroy when 3 years old.

DispAuthNo: NC1-84-76-4, item 6 **Date Edited:** 4/1/1999

B-14-006-07 Foreign Mission Representative Case Files

Description: Case files on foreign mission personnel, officers and employees of the OAS, as well as the individuals proposed for election to positions in the OAS and other organizations; consisting of general biographic data, interoffice memos, and related correspondence.

Disposition: TEMPORARY. Destroy 5 years after termination of assignment or employment.

DispAuthNo: NC1-84 77-1, item 1a **Date Edited:** 8/17/2007

B-14-006-08a Privileges and Immunities of OAS Mission Personnel Files

Description: Requests for Departmental approval of diplomatic privileges and immunities for foreign mission personnel. Copies of requests are transmitted to S/CPR for action by memorandum for USOAS.

a. Completed cases (termination notices received).

Disposition: Destroy 1 year after receipt of termination notice.

DispAuthNo: NC1-84-76-4, item 8a **Date Edited:** 4/1/1999

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B-14-006-08b	Privileges and Immunities of OAS Mission Personnel Files
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Description:	Requests for Departmental approval of diplomatic privileges and immunities for foreign mission personnel. Copies of requests are transmitted to S/CPR for action by memorandum for USOAS.
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b. Incomplete or Problem Cases.

Disposition:	Retain for 3 years after departure, then destroy.
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DispAuthNo:	NC1-84-76-4, item 8b	Date Edited:	4/1/1999
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B-14-006-09a	General Hostship Matters Files
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Description:	Routine correspondence of an administrative nature, including correspondence with the OAS General Secretariat concerning information to be distributed to other OAS missions, Congressional and public inquiries regarding the OAS, and requests for statistical reports and information.
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a. Items of a recurring nature (annual notices and requests).

Disposition:	Destroy when 2 years old.
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DispAuthNo:	NC1-84-76-4, item 9a	Date Edited:	4/1/1999
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B-14-006-09b	General Hostship Matters Files
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Description:	Routine correspondence of an administrative nature, including correspondence with the OAS General Secretariat concerning information to be distributed to other OAS missions, Congressional and public inquiries regarding the OAS, and requests for statistical reports and information.
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b. Items of important historic or precedent nature.

Disposition:	Permanent. Retire to the RSC when 10 years old. Transfer to National Archives when 20 years old.
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DispAuthNo:	NC1-84-76-4, item 9b	Date Edited:	4/1/1999
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B-14-006-10a	Case Files - U.S. Citizens Employed in the OAS (Present and Former)
Description:	Correspondence with the OAS regarding the transfer or detail of Federal Government employees to the organization for specified periods; resumes; inter office memorandums of conversation; correspondence (including original letters from the employees, Congressmen, attorneys, and interested individuals) and replies regarding employment matters of U.S. citizens who are present or former staff members of the OAS General Secretariat. a. Active cases, including files on U.S. citizens currently employed in the OAS and former employees which are incomplete and/or contain unsettled problems.
Disposition:	Destroy 3 years after separation of employee or termination of case.
DispAuthNo:	NC1-84-76-4, item 10b Date Edited: 5/11/2012
B-14-006-10b	Case Files - U.S. Citizens Employed in the OAS (Present and Former)
Description:	Correspondence with the OAS regarding the transfer or detail of Federal Government employees to the organization for specified periods; resumes; inter office memorandums of conversation; correspondence (including original letters from the employees, Congressmen, attorneys, and interested individuals) and replies regarding employment matters of U.S. citizens who are present or former staff members of the OAS General Secretariat. b. Inactive cases on U.S. citizens whose appointments with the OAS have been terminated.
Disposition:	Destroy 3 years after separation of employee.
DispAuthNo:	NC1-84-76-1, item 10b Date Edited: 4/1/1999
B-14-006-11a	Permanent and Deputy Permanent Representative Files
Description:	Documents received or sent by the Permanent or Deputy Representative or accumulated because of interest to principals. a. Telegrams, other agency messages, congressional correspondence, diplomatic notes, substantive correspondence, memorandums, reports, policy and position papers and other related correspondence pertaining to the development and formulation of foreign policy positions or the setting of precedents.
Disposition:	PERMANENT. Transfer to the Record Service Center (RSC) when 3 years old. Transfer to the WNRC when 5 years old. Transfer to the National Archives when 25 years old in 5-year blocks.
DispAuthNo:	N1-084-05-1, item 1a Date Edited: 3/6/2006

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B-14-006-11b	Permanent and Deputy Permanent Representative Files
Description:	b. Documents received or sent by the Permanent or Deputy Representative or accumulated because of interest to principals. Non-substantive correspondence, memorandums and related correspondence which do not establish, discuss or define foreign policy or set precedents.
Disposition:	TEMPORARY. Destroy when 3 years old.
DispAuthNo:	N1-084-05-1, item 1b Date Edited: 3/6/2006
B-14-006-12	Permanent Representative and Deputy Representative Schedules of Daily Activities
Description:	Included are calendars, appointment books, schedules, logs, diaries, and other materials documenting meetings, appointments, telephone calls, trips, visits, and other activities while serving in an official capacity, excluding materials determined to be personal.
Disposition:	TEMPORARY. Destroy or delete when no longer needed.
DispAuthNo:	N1-084-05-1, item 2 Date Edited: 3/6/2006
B-14-006-13	Briefing Books
Description:	This item covers records documenting U.S. foreign policy positions in the OAS General Assembly and related OAS bodies, such as the Inter-American Drug Abuse Control Commission, the Inter-American Committee Against Terrorism, and the Inter-American Commission of Women. Records include briefing books, proceedings books, position papers, agenda items, and related supporting documentation.
Disposition:	PERMANENT. Transfer to the Records Service Center (RSC) when 10 years old. Transfer to the National Archives when 25 years old.
DispAuthNo:	N1-084-05-1, item 3 Date Edited: 3/6/2006
B-14-006-14	Office Chronological Files
Description:	Extra copies of documents prepared in the office.
Disposition:	TEMPORARY. Destroy when 1 year old or when no longer needed.
DispAuthNo:	N1-084-05-1, item 4 Date Edited: 3/6/2006

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B-14-006-15 Public Speaking Files

Description: Letters from private organizations requesting Department officials to speak on various topics at seminars, conferences, etc. Included are memorandums, publications, press clippings, telegrams, and other related correspondence on the acceptance or denial of an engagement.

Disposition: TEMPORARY. Block files by calendar year. Retain block in office 1 year, then destroy.

DispAuthNo: N1-084-05-1, item 5

Date Edited: 3/6/2006

B-14-006-16 Public Correspondence

Description: Requests for publications and letters addressed to the Permanent Representative from the general public that provide comments or other remarks on various inter-American issues.

Disposition: TEMPORARY. Destroy when 3 months old.

DispAuthNo: N1-084-05-1, item 6

Date Edited: 3/6/2006

B-14-006-17 News Media Files

Description: Memorandums submitted to the Bureau of Public Affairs requesting the acceptance or denial for news media interviews. Included are recommendation papers stating why the Department should accept or deny the request.

Disposition: TEMPORARY. Block files by calendar year. Retain block in office 1 year then destroy.

DispAuthNo: N1-084-05-1 item 7

Date Edited: 3/6/2006

B-14-006-18 Transcript Files

Description: Written transcripts of interviews given by the Permanent Representative. Original transcript maintained by the Public Affairs Officer.

Disposition: TEMPORARY. Block files by calendar year. Retain block in office 1 year, then destroy.

DispAuthNo: N1-084-05-1, item 8

Date Edited: 3/6/2006

B-14-006-19 Congressional Correspondence

Description: Copies of congressional correspondence that are referred to OAS Permanent Representative for preparation of a response.

Disposition: TEMPORARY. Destroy when 2 years old.

DispAuthNo: N1-084-05-1, item 12

Date Edited: 3/6/2006

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B-14-006-20 Mission Program Plans

Description: Documents reflect 5-year projections for the accomplishment of post goals and objectives. Included are program plans and reviews, summary statements prioritizing mission goals and objectives, program review team comments, approved bureau-wide policy and resources statement and related correspondence.

Disposition: TEMPORARY. Destroy when 5 years old.

DispAuthNo: N1-084-05-1, item 13

Date Edited: 3/6/2006

B-14-006-21 Inter-American Commission on Human Rights (IACHR) Petition and Case Files

Description: This item covers all documentation concerning human rights petitions and cases presented to the U.S. Government by the IACHR. Records include transmittal, petition, and case documentation, correspondence, and legal briefs pertaining to human rights petitions and cases.

Disposition: PERMANENT. Transfer to the Records Service Center (RSC) when 10 years old. Transfer to National Archives when 25 years old in 5-year blocks.

DispAuthNo: N1-084-05-1, item 14

Date Edited: 3/6/2006

B-14-006-22 Mission Subject/Country Files

Description: Telegrams, memorandums, highlight reports, legislation and other related correspondence on economic and financial policies relating to economic development and stabilization in Latin America, trade and communication issues and policies affecting U.S. relations with Latin America. Files document activities relating to issues such as the Enterprise for the Americas Initiative (EAI), the Caribbean Basin Initiative (CBI) and the Andean Trade Preference Initiative (ATPI). Records reflect trade and investment, debt reduction, aid for the environment and development assistance.

Disposition: PERMANENT. Transfer to the Records Service Center (RSC) when 5 years old. Transfer to WNRC when 7 years old. Transfer to National Archives when 25 years old in 5-year blocks.

DispAuthNo: N1-084-05-1, item 15

Date Edited: 3/6/2006

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B-14-006-23a	Electronic Mail and Word Processing Records
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Description:	Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate recordkeeping copy of the records covered by other items in the schedule. Also includes electronic copy of records created on electronic mail and word processing systems that are maintained for upkeep, revision, or dissemination.
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a. copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared drives used only to produce the recordkeeping copy.

Disposition:	TEMPORARY. Delete within 180 days after the recordkeeping copy has been produced.
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DispAuthNo:	N1-084-05-1, item 16a	Date Edited:	3/7/2006
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B-14-006-23b	Electronic Mail and Word Processing Records
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Description:	Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate recordkeeping copy of the records covered by other items in the schedule. Also includes electronic copy of records created on electronic mail and word processing systems that are maintained for upkeep, revision, or dissemination.
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b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Disposition:	TEMPORARY. Delete when dissemination, revision, or updating is complete.
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DispAuthNo:	N1-084-05-1, item 16b	Date Edited:	3/7/2006
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U.S. Mission to the International Civil Aviation Organization (ICAO)

B-14-007-01a	ICAO Program Files
Description:	a. ICAO Administrative Files. Includes ICAO documents and related correspondence concerning the organization and administrative operations of ICAO.
Disposition:	Destroy when 5 years old.
DispAuthNo:	NC1-84-78-7, item 1a
	Date Edited: 4/1/1999
B-14-007-01b	ICAO Program Files
Description:	b. All other International Organization Administrative Files.
Disposition:	Destroy when 3 years old.
DispAuthNo:	NC1 84 78 7, item 1b
	Date Edited: 4/1/1999
B-14-007-02a	Document Files
Description:	a. ICAO Documents.
Disposition:	Destroy when of no further reference value.
DispAuthNo:	NC1-84-78-7, item 2a
	Date Edited: 4/1/1999
B-14-007-02b	Document Files
Description:	b. IGIA Documents.
Disposition:	Destroy when of no further reference value.
DispAuthNo:	NC1-84-78-7, item 2b
	Date Edited: 4/1/1999
B-14-007-03	Mission Administrative Files
Description:	Consists of correspondence, reports and other documents accumulated incident to budget, personnel, general services and other administrative activities.
Disposition:	Destroy when 3 years old.
DispAuthNo:	NC1-84-78-7, item 3
	Date Edited: 4/1/1999

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B-14-007-04 Chronological Files**Description:**

Disposition: Destroy when 1 year old except where used as an index to central subject files in which case destroy when related block of central subject files are retired.

DispAuthNo: NC1-84-78-7, item 4

Date Edited: 4/1/1999

B-14-007-05 Mission Central Subject Files

Description: Consists of telegrams, airgrams and other correspondence concerning the economic, political and other substantive activities of ICAO, member and relevant non-member countries.

Disposition: Permanent. Retire to RSC when 5 years old. Transfer immediately to WNRC. Transfer to the National Archives in 5 year blocks when 30 years old.

DispAuthNo: NC1-84-78-6, item 1

Date Edited: 6/14/2010

U.S. Mission to the UN Industrial Development Organization (UNIDO)

B-14-008-01 UNIDO Program Files

Description: Consists of telegrams, airgrams, correspondence and other documents concerning all aspects of UNIDO operations and U.S. Representative actions relative thereto.

Disposition: Destroy when 3 years old.

DispAuthNo: NC1-84-80-1, item 1

Date Edited: 4/1/1999

B-14-008-02 Chronological Files**Description:**

Disposition: Destroy when 2 years old.

DispAuthNo: Non-record

Date Edited: 4/1/1999

B-14-008-03 UNIDO Document Files**Description:**

Disposition: Destroy when of no further reference value.

DispAuthNo: Non-record

Date Edited: 4/1/1999

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U.S. Mission to the International Atomic Energy Agency, Vienna (IAEA)

B-14-009-01 IAEA Program Files

Description: Consist of telegrams, airgrams, correspondence, Memorandums of Conversation, Diplomatic Notes, memorandums and other documentation of the scientific, technical, economic and other substantive activities of the IAEA and its member countries.

Disposition: Permanent. Retire to RSC. Transfer to FRC when 3 years old. Transfer to the National Archives in 5-year blocks when 30 years old.

DispAuthNo: NC1-84-78-8, item 1 **Date Edited:** 4/1/1999

B-14-009-02 Chronological Files

Description:

Disposition: Destroy when related block of Central Files is retired.

DispAuthNo: NC1-84-78-8, item 2 **Date Edited:** 4/1/1999

B-14-009-03 Document Reference Files

Description:

Disposition: Destroy when no longer needed for reference.

DispAuthNo: NC1-84-78-8, item 3 **Date Edited:** 4/1/1999

B-14-009-04 Case Files - U.S. Citizens Employed by IAEA

Description:

Disposition: Destroy 3 years after termination of employment.

DispAuthNo: NC1-84-78-8, item 4 **Date Edited:** 4/1/1999

B-14-009-05 IAEA Meeting Files

Description: Consist of correspondence, telegrams, airgrams, memorandums and other documentation concerning nominations of people to attend meetings sponsored by the International Atomic Energy Agency, acceptance and rejection papers to be presented at the meetings, announcements concerning scheduled meetings and related matters.

Disposition: Destroy when 2 years old.

DispAuthNo: NC1-84-82-2, item 1 **Date Edited:** 4/1/1999